

**THE CITY OF GLENNS FERRY**  
**Downtown Revitalization Project**

**FULL APPLICATION ADDENDUM  
FOR AN  
IDAHO COMMUNITY DEVELOPMENT BLOCK GRANT**



March 6, 2009  
JoAnne Lanham  
Mayor

*Prepared by:*

*Shawn Charters Consulting*

139 S. Commercial Street, Emmett, ID 83617 (208) 741-1113

March 3, 2009

Donald A. Dietrich, Director  
Idaho Commerce and Labor  
P. O. Box 83720  
Boise, ID 83720-0093

Dear Mr. Dietrich:

On behalf of the City of Glens Ferry, I am submitting the additional information for a full application for funding through the Idaho Community Development Block Grant Program. This proposal will assist the City in making necessary upgrades to their Downtown.

As described in the letter dated January 20, 2009, the Idaho Department of Commerce requested that the City update our proposal and make sure we meet requirements of the CDBG program. Each item has been addressed and included in this document.

We would appreciate your consideration of our proposed project. If you have any questions, please don't hesitate to call me, Shawn Charters or Mr. Keven Shreeve with Forsgren and Associates Engineers.

Sincerely,

JoAnne Lanham  
Mayor

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**FINAL ADDENDUM  
to the  
CITY OF GLENNS FERRY DOWNTOWN REVITALIZATION PROJECT**

## **INTRODUCTION**

The following information is presented as a final addendum to the pre-application submitted by the City of Glenns Ferry on November 21, 2008.

Discussion items contained herein will address specific issues as requested on the Idaho Department of Commerce letter issued by Lane Packwood and dated January 20, 2009 regarding this project. Those questions will be re-stated in bold type followed by a short explanation and supported by attached documentation.

## **ADDENDUM CHECKLIST**

**Does the City have the capacity to complete all of the sidewalk improvements with volunteer and city labor? If not, does the city plan to hire outside contractors and what resources will be used to pay for them?**

The City of Glenns Ferry and the Glenns Ferry Revitalization Committee been meeting with property owners in the Downtown improvement area and have received commitments from property owners to fund the replacement of the sub-standard sidewalks. The following commitments have been made and are documented in Attachment A.

- 1) A map of the improvement area has been developed which outlines areas of sidewalks that are sub-standard. See attached Map. There are 20 property owners that have been identified as having sidewalks in need of repair or replacement. Of the 20 property owners, 19 have signed commitments to pay for the concrete to replace or repair their sidewalks. The only commitment that was not able to be obtained is from a 90 year old property owner who has recently moved to an assisted living facility. She has been diagnosed with dementia and has no guardian or relatives that can sign for her. Financial arrangements are currently underway to fund her sidewalk repairs. To date, in a matter of three hours private donations have been received funding \$460 of her \$731 portion. It is anticipated that within 2 days the entire amount needed will be donated. Please see letter from Glenns Ferry Revitalization Committee in **Attachment A** along with signed commitments from the property owners.
- 2) The City will remove all deteriorated sidewalks. See Letter from Jeff Cook, Public Works Director.

- 3) Members of the VFW Post 3646 will provide labor to assist with the excavation, framing and pouring of concrete for the sidewalks. The VFW has also donated the gravel for the base. See letter from Dale Smith.
- 4) Lou Howard a member of the Glenns Ferry Revitalization Committee and is the owner of Howards Excavation and Development. Mr. Howard is a licensed contractor and is very knowledgeable regarding this area of work. Please see letters of recommendation in **Attachment B**.

**Will the project engineer provide inspection on the sidewalk improvements as they are being completed to insure the concrete work is being done correctly?**

Keven Shreeve, the Project Engineer with Forsgren & Associates will be available to provide quality control and construction oversight of sidewalk repairs. See letter in Attachment C.

**Has the City taken steps to enforce code violations on the residential properties in the downtown project area?**

The City has a code enforcement officer on staff and is taking steps to address code violations through assembling a volunteer improvement task force that will address code violations in the project area.

**General Checklist Items**

- **Application Information Page:** An updated application information page is attached. An additional \$44,500 has been added to the project which is the total commitments required to replace the sidewalks.
- **Budget Page with approved line items:** An updated budget page is attached.
- **Detailed Cost analysis page:** An updated cost analysis has been attached.
- **Project and Schedule Page:** An updated schedule has been attached. The schedule has been reviewed and minimal changes have been made since the submittal of the application. The sidewalk repairs are ready to begin construction as soon as weather permits. It is anticipated that all the sidewalk replacement will be completed no later than July 1, 2009.
- **Design Professional Cost Estimate:** The project Engineer has reviewed the costs estimates and no changes have been made. Please see letter from Project Engineer in **Attachment C**.
- **To help ensure a downtown revitalization projects on-going maintenance and promotion it is the Departments belief that other financing**

**mechanisms such as tax increment financing, improvements districts, or resort city taxes need to be part of the successful continuation of a downtown project. Explain if your project has established such a tool. If not, explain how the city plans to finance the maintenance and promotion of the downtown long term.**

The City of Glenns Ferry and the Glenns Ferry Revitalization Committee made efforts to adopt a LID for this project. Due to the economically depressed economy this has not been viable. The City has committed to finance the maintenance of the downtown improvements and the Chamber of Commerce and Revitalization Committee have developed a promotion program which is detailed in the Marketing Plan that was included in the pre-application.

- **An eligible use of CDBG funds can be for the planning and development of capital improvement programs such as establishing tax increment financing, improvement districts, or a resort city tax. Utilizing CDBG to establish an on-going source of funding targeted for your downtown may be to the city's benefit. The Department would be willing to allow a small portion of your CDBG requested to be shifted to fund the initial development of a capital improvement program. Explain if you would consider this option or not.**

If there are any excess grant funds available after the construction has been completed the City would consider utilizing those funds to establish a Capital Improvement Fund.

- **Provide written evidence of the community's ability to secure the local and other match committed to the project. This must be a letter or contract from the entity providing the match. If the community has passed a bond, provide commitment letter from the purchasing entity which stipulates the date of purchase and purchase amount.**

All matching funds are committed and documentation can be found in the pre-application and Attachment A of this Addendum.

- **Provide documentation of clear title and the value of any property that has been purchased. NA**
- **Provide documentation that a Fair Housing Resolution has been adopted and publicly advertised before the addendum deadline of March 6, 2009.**

The Fair Housing Resolution has been adopted and published. Please see Affidavit of Publication in **Attachment D**.

- **Identify in writing any changes to the project's scope of work from the original application.**

The only change to the scope of work is the replacement of the sidewalks which is being constructed with private cash and in-kind donations from the City and VFW and installation of a clock tower at the Chamber corner. The Chamber of Commerce will be funding the clock tower. Please see letter of commitment in **Attachment E**.

#### IV. ICDBG Application Information Form

Applicant: City of Glenns Ferry Chief Elected Official: JoAnne Lanham  
Address: P.O. Box 910, Glenns Ferry, ID 83623 Phone: 366-7418

Sub recipient (if applicable): NA Chief Elected Official: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Application Prepared by Shawn Charters Phone: 741-1113  
Address: 124 W. Main Street, Emmett, ID 83617

Architect/Engineer/Planner Keven Shreeve, Forsgren Engineering Phone: 342-3144  
Address: 415 South 4<sup>th</sup> Street, Boise, ID 83702

#### NATIONAL OBJECTIVE (MARK ONE)

☐ LMI Area ☐ LMI Clientele ☐ Imminent Threat  
☐ LMI Jobs ☒ Slum & Blight

#### PROJECT TYPE (MARK ONE)

☐ Public Facility/ Housing ☐ Community Center  
☒ Economic Development ☐ Senior Center

#### PROJECT POPULATION TO BENEFIT (PERSONS): (Census/Survey/Clients/Jobs)

TOTAL # TO BENEFIT: 1,611 TOTAL # LMI TO BENEFIT: 878

% LMI TO BENEFIT: 54.20% % MINORITY POPULATION: 29.2%

**PROJECT DESCRIPTION:** The City of Glenns Ferry's Downtown Revitalization Project will eliminate conditions of slum and blight by replacing and repairing sub-standard sidewalks, installing decorative light poles, install brick pavers in sidewalks and install handicapped accessible wheelchair ramps on sidewalks. In addition the community will purchase and install wagon wheel benches, install walking paths, and paint murals..

SOURCE	AMOUNT	DATE APPLICATION SUBMITTED	RESERVED/ CONDITIONAL AWARD	FUNDS COMMITTED/ CONTRACT AWARD DATE	DOCUMENTATION IN APPENDIX ***
<b>ICDBG</b>	287,900				
Local Cash	46,550			3/09	G
Local Loan*					
Local In-Kind**	300			11/08	G
USDA-RD RBEG Grant	15,000			8/08	G
Idaho Power Grant	2,000			11/08	I
State Grant					
Foundation Grant					
Private Investment	889,895			11/08	G
Other (identify)					
<b>TOTAL PROJECT FINANCING</b>	1,241,645				

\* Identify Loan Source(s) NA Date Bond or Necessary and Ordinary Passed \_\_\_\_\_

\*\*Describe In-Kind match by type (i.e. materials, labor, waived fees, land value) and amount.

\*\*\*Identify which appendix corresponding documentation is in. Documentation should be a letter from the appropriate source.



**IX. Budget Narrative:** Describe the source and status of all funding for the project according to the instructions in Part A of this Chapter.

The following table describes all the matching funds for this project. The City, Chamber and Glenns Ferry Revitalization Committee have worked diligently this past year on projects to enhance their downtown. Countless volunteer hours have been tracked and documented along with numerous donations of materials and supplies. All funding has been committed. The benches and lights have been purchased by local businesses and individuals and are on hand ready for installation.

The \$7,000 in private cash and \$3,000 in city cash will be combined with the \$287,900 in ICDBG grant funding to install the lights with brick pavers and install two handicapped accessible cuts on the sidewalks. The total cost of this portion of the project is \$297,900 and includes grant administration, project engineering, construction as well as construction provided by Idaho Power. Detailed stamped cost estimate has been provided by Forsgren Engineers and is found in **Attachment G**. Materials purchased and donated for this portion of the project are the light poles and brick pavers that have been donated.

The City, VFW and private landowners have committed to replacing and repairing all the sub-standard sidewalks in the project area. The value of this work is \$40,000. The Chamber of Commerce will be installing a clock tower at the Chamber Corner for the sum of \$4,500.

**Glenns Ferry Matching Funds  
Downtown Revitalization Project**

11/19/2008

	Explanation	Total
Private Cash Light Poles Sold	44 poles @ \$1,440	\$ 63,360
Private Cash Benches Sold	23 benches @ \$689	\$ 15,847
DOC Approved	Prior Improvements	\$ 63,000
Private Cash	Donations	\$ 7,000
City Cash	Cash	\$ 3,000
Glenns Ferry Chamber	Cash for Renovation Projects	\$ 6,903
City Cash	City Sidewalk Repairs	\$ 38,073
City Cash	Survey	\$ 3,000
City Legal and Admin Costs	Cash	\$ 522
USDA RBEG Grant	Pre-Lim Engineering/Design	\$ 15,000
Idaho Power	Grant for Metal Signs	\$ 2,000
Shawn Charters	Donated Grant Admin. RBEG	\$ 4,000
Shawn Charters	Donated ICDBG Grant Writing	\$ 5,000
GF Rev. Committee	Donated Labor	\$ 60,365
Keven Shreve	Donated Engineering	\$ 8,000
J.J. Howard Engineering	Donated Prof. fees for Walking Path	\$ 3,600
Private Donation	Gravel for Walking Paths	\$ 58,236
Private Donation	Brick Pavers	\$ 5,,400
City Donation	Storage of Lights	\$ 300
Livery Barn	2nd Coat of Paint & Labor	\$ 4,995
Livery Barn	Replace Broken Window	\$ 30

Livery Barn	Mural	\$	1,500
Weed Control	Dave Pember Donated Labor	\$	150
Weed Eating on Main Street	Sheila Kramer/Mary Hervy	\$	2,200
GF Welcome Sign	Labor for Staining Sign	\$	200
Painting Anderson Building	Bob Booker	\$	475
Flowers	Donated by Moss Greenhouse	\$	131
Blue Spruce Christmas Tree	Donated	\$	3,500
Teak Oil for Benches	Donated	\$	91
Museum Upgrade/Renovations	Private Investment	\$	11,231
Wine Barrels & Flowers	Donated	\$	86
Total		\$	387,195

**Private Investment on Buildings in Slum & Blight Area**

Log Siding & Roof	Three Island Real Estate	\$	9,000
New Log Building	Snake River Properties	\$	211,000
Equine Dentistry Bldg.	Complete Remodel of Shrum Bldg	\$	300,000
Log Siding Chamber	Chamber of Commerce	\$	1,750
Total		\$	521,750

**Volunteer Sidewalk**

<b>Replacement Project</b>	<b>City, VFW &amp; Private Cash</b>	<b>\$</b>	<b>40,000</b>
<b>Community Clock Tower</b>	<b>Chamber of Commerce</b>	<b>\$</b>	<b>4,500</b>

Red are designated as cash match, green represents grant funds, blue represent materials and labor donations and black represents private investment to buildings in project area.

**X. Idaho Community Development Block Grant Budget Form**

(Use only line items on pages V-7 &amp; V-8)

**Applicant or Grantee:** City of Glens Ferry**Project Name:** Downtown Revitalization Project

<b>LINE ITEMS</b>	<b>ICDBG Cash</b>	<b>City Cash</b>	<b>City In-Kind</b>	<b>USDA RBEG Grant*</b>	<b>Idaho Power Grant*</b>	<b>Private Cash</b>	<b>Private In-Kind</b>	<b>Total</b>
Administrative**	22,600						9,000	31,600
Design Professional	43,200	3,000		15,000			11,600	72,800
Planning								
Construction	222,100	43,028	300		2,000	193,655	675,640	1,136,723
Legal & Audit		522						522
Equipment								
<b>TOTAL COSTS**</b>	<b>287,900</b>	<b>46,550</b>	<b>300</b>	<b>15,000</b>	<b>2,000</b>	<b>193,655</b>	<b>691,240</b>	<b>1,241,645</b>

\*Identify funding source

\*\*Administrative expenses and project planning design costs, when totaled, shall not exceed 10 percent of the total ICDBG amount.

## **XI. Detailed Cost Analysis**

1. Have preliminary plans and specs been submitted to regulatory agencies for review?  
\_\_\_\_\_Yes ☒No  
If yes, list date submitted: \_\_\_\_\_  
If no, list expected date to be submitted: \_\_\_\_\_
2. Has final design (for bidding) begun? \_\_\_\_\_Yes ☒No  
If yes, % complete: \_\_\_\_\_%  
If no, what is expected start date: April 2009
3. Will project include bid alternatives to meet project budget if necessary?  
☒Yes \_\_\_\_\_No
4. Are Davis Bacon wage rates applicable to the project? ☒Yes \_\_\_\_\_No  
If yes, are they included in the project costs? ☒Yes \_\_\_\_\_No
5. Have known environmental measures been included in project costs? (ex: dust mitigation, archaeological survey, storm water drainage, wetland mitigation etc.)  
☒Yes \_\_\_\_\_No
6. What will expected construction contingency be at final design? 10%
7. List the last date the owner and design professional discussed project design and details.  
Date: 3/4/09
8. Design Professional Cost Estimate may be found in **Appendix G**.

## XII. Project Schedule

<b>Project Activity</b>	<b>Date (to be) Completed</b>	<b>Documentation in Appendix</b>
Design Professional Contract Executed	<b>August 2008</b>	<b>C</b>
Grant Administration Contract Executed	<b>December 2008</b>	<b>C</b>
Environmental Release	<b>April 2009</b>	
Bid Document Approval	<b>July 2009</b>	
Bid Opening	<b>August 2009</b>	
Construction Contract Executed	<b>August 2009</b>	
Start Construction	<b>August 2009</b>	
Construction 50% Complete	<b>October 2009</b>	
Second Public Hearing	<b>October 2009</b>	
Construction 100% Complete	<b>December 2009</b>	
Update Fair Housing Plan	<b>December 2009</b>	
Update 504 Review and Transition Plan	<b>December 2009</b>	
Certificate of Substantial Completion	<b>December 2009</b>	
National Objective Documented	<b>January 2010</b>	
Final Closeout	<b>February 2010</b>	
Final Audit	<b>October 2010</b>	

<b>Name of Professional and Agency Contacts</b>	<b>Firm/Agency</b>	<b>Phone with extension</b>
Examples:		
Design Professional	<b>Keven Shreve, Forsgren Engineers</b>	<b>342-3144</b>
Funding Agency	<b>Pat Madarieta IDOC</b>	<b>334-2470</b>
Funding Agency	<b>Tim Wheeler, USDA RD</b>	<b>378-5623</b>
Funding Agency	<b>Lane Dodson, Idaho Power</b>	<b>388-6477</b>
Environmental Officer	<b>Shawn Charters Consulting</b>	<b>731-1113</b>
Permits	<b>Keven Shreve, ForsgrenEngineers</b>	<b>342-3144</b>
Mayor	<b>JoAnne Lanham, City of Glenns Ferry</b>	<b>366-7418</b>
Public Works Director	<b>Jeff Cook, City of Glenns Ferry</b>	<b>366-7418</b>
Treasurer	<b>Deb Rone, City of Glenns Ferry</b>	<b>366-7418</b>
Revitalization Committee	<b>Jill Laib, Chairman</b>	<b>366-2253</b>
Grant Writer/Administrator	<b>Shawn Charters</b>	<b>741-1113</b>
City Clerk	<b>Christine Phernetton</b>	<b>366-7418</b>

## **ATTACHMENT A**

### **Sidewalk Repair Program Documentation of Commitment Project Map**

## **ATTACHMENT B**

### **Contractor Letters of Reference**

## **ATTACHMENT C**

### **Project Engineers Letter**



**ATTACHMENT D**

**Fair Housing Resolution  
Affidavit of Publication**

## **ATTACHMENT E**

### **Chamber Commitment for Clock Tower**

**ATTACHMENT F**  
**Updated Application Pages**